

MEETING #12 – February 26, 2019

At a Regular Meeting (#2) of the Madison County Board of Supervisors at 6:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair
Amber Foster, Vice-Chair
Jonathon Weakley, Member
Kevin McGhee, Member
Charlotte Hoffman, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Sean Gregg, County Attorney
Jacqueline S. Frye, Deputy Clerk

Call to Order

Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson called for additions and/or adoption of the meeting Agenda.

Supervisor Foster moved that the Board approve today's Agenda as presented, seconded by Supervisor Hoffman.

Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).

3. Public Comment:

Chairman Jackson opened the floor for public comment. With no comments being brought forth, the public comment opportunity was closed.

4. Special Appearances:

a. Consideration: Proclamations [Colon Awareness & American Red Cross]: The Deputy Clerk advised of a request from the Old Dominion Society of Nurses & Associates, Inc., and the American Red Cross to adopt a proclamation to designate March 2019 as "Colon Cancer Awareness Month" and "American Red Cross Month."

Colon Cancer Awareness:

Supervisor Hoffman moved that the Board adopt the Proclamation to designate March as 'Colon Cancer Awareness Month', seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

PROCLAMATION

March Colon Cancer Awareness Month

WHEREAS, the county of Madison celebrates month of March as Colon Cancer Awareness to bring greater awareness to colon cancer; and

WHEREAS, colon cancer is the second leading cause of cancer death in the United States; and

WHEREAS, 1 in 20 people will develop colon cancer and every 10 minutes a life is lost to the disease; and

WHEREAS, this year alone, 142,000 new cases of colon and rectal cancer will be diagnosed in America and nearly 50,000 deaths are expected; and

WHEREAS, a simple screening test is recommended to individuals over age 50 and those with a family history to help combat the disease; and

WHEREAS, the Madison County, VA has joined with the Colon Cancer Alliance to increase screening and save lives in Madison County, VA and across the country; and

WHEREAS, education and increased awareness can help inform the public of methods of prevention and the early detection of colon cancer; and

WHEREAS, through recommended screenings, this cancer can be caught early when treatment is most effective; and

WHEREAS, declaration of the Month of March as Colon Cancer Awareness Month will help bring greater awareness to the disease and the importance of being screened; and

NOW THEREFORE, I do hereby proclaim the Month of March 2019 to be Colon Cancer Awareness Month in the County of Madison and encourage all individuals to work together to promote awareness and understanding of colon cancer and the need for screening to eradicate the disease.

Adopted this 26th day of February, 2019 by the Madison County Board of Supervisors.

American Red Cross:

Supervisor McGhee moved that the Board adopt the Proclamation to designate the month of March 2019 as 'American Red Cross Month', seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman.*
Nay: (0).

AMERICAN RED CROSS MONTH

March 2019

A Proclamation

More than 137 years ago, the American Red Cross was established as a humanitarian organization, guided by seven fundamental principles-including humanity, impartiality and independence-to provide services to those in need regardless of race, religion, gender, sexual orientation or citizenship status. Today, the American Red Cross is one of the largest humanitarian organizations in the world, and delivers its mission every day to prevent and alleviate human suffering in the face of emergencies.

Every year, the American Red Cross responds to an average of more than 62,000 disasters across the country, from small home fires to devastating massive disasters. Last year's large crises included mudslides in California, a volcano in Hawaii, wildfires in Colorado and California, destructive hurricanes in Florida and the Carolinas, and a devastating typhoon in U.S. territories. Thousands of American Red Cross volunteers provided around-the-clock shelter for disaster victims, served millions of meals and snacks with partners, and distributed millions of relief items.

In Central and Shenandoah Virginia, the Red Cross has a long history of helping our neighbors in need. The Central and Shenandoah Chapter assisted with 189 local disasters in the past year alone and helped save lives through our Home Fire Campaign. Since the campaign launched in October 2014, the Central and Shenandoah Chapter has worked with community partners to install more than 2,500 smoke alarms and make thousands of households safer. Meanwhile, in our area, the Red Cross handles an average of 600 emergency military calls every year and collects an average of 13,000 units of blood from our generous blood donors.

March is Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors who give of their time and resources to help members of the community. The Red Cross depends on these local heroes to deliver help and hope during a disaster. We applaud our heroes here in Central and Shenandoah Virginia who give of themselves to assist their neighbors when they need a helping hand.

The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on volunteers and the generosity of the public to perform its mission.

NOW, THEREFORE, I, R. Clay Jackson, Board of Supervisors Chair of Madison County, by virtue of the authority vested in me by the Constitution and laws of Madison County and Virginia, do hereby proclaim March 2019 as Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this two thousand nineteen, and of Madison, County, Virginia.

Adopted this 26th day of February, 2019 by the Madison County Board of Supervisors.

5. Constitutional Officers:

Supervisor Weakley: Thanked the Sheriff's Department for recent efforts (involving the local school system).

6. County Departments:

7. Committees or Organizations:

a. Report on Status of Committees & Other Appointments: The Deputy Clerk provided an update on the committees/board vacancies:

- Parent representative slot still vacant on the CPMT & FAPT
 - Three current Building Code Appeals members have agreed to serve an additional term
 - Two current IDA members have agreed to serve an additional term
 - Robert Chappell has resigned as the liaison on the Rappahannock Juvenile Detention Center Board
- *Supervisor Hoffman: Advised that a viable candidate has been sought to fill the parent representative vacancy on the CPMT.*

After discussion, it was the consensus of the Board to request that the following be advertised for two (2) weeks:

- FAPT Parent Representative vacancy
- Rappahannock Juvenile Detention Board vacancy

Supervisor McGhee moved that the Board reappoint the following members to the Madison County Building Code Appeals Board (for an additional four-year term ending 3/10/23):

- T. Ray Lindsey
- J. Daniel Crigler
- Matthew Brian Utz

And to:

Reappoint the following to the Madison County Industrial Development Board (for an additional four-year term ending 4/11/23):

- Maxwell Lacy, Jr.
- Bill Price

Seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

Madison County Planning Commission: Carty Yowell, Chair, was present and advised that a sub-committee has been developed to address the issue of agri-business venues. Ideas will be received online and discussed at a sub-committee meeting session on March 4, 2019. Discussions on this matter will continue after the March 6, 2019 Joint Meeting session once a ruling has been initiated on all cases. Notices of the sub-committee meeting session will be posted for the public.

8. Finance:

a. Claims

\$15,175.40 (2'25'19)

\$169,823.99 (2'22'19)

\$184,999.39 (Total)

Highlights:

- \$10,997.00 (Madison Library)
- \$34,536.00 (EMS Defibrillator - [50% grant funded])
- \$31,400.00 (Annual audit bill [\$887.00 under budget])

- \$35,214.00 (Waste Management Services, Inc.)
- \$26,898.39 (CVRJ medical claims for inmates)

Supervisor McGhee moved that the Board approve claims in the amount of \$184,999.39 as presented, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

b. Supplements

i. Consideration: Supplement for Animal Shelter from Topping Fund [FY2019 Supplemental Appropriation #23_02262019 - \$12,830.00]: The Finance Director advised that the supplemental calls for an appropriation from the Topping Fund (current balance of \$61,396.00) to cover proposed spay/neuter program and certain improvements at the shelter, as requested by the Topping Committee.

Greg Cave, ACO, was present and advised that the spay/neuter program helps reduce the population of unwanted animals; additional funding being requested will allow improvements to additional fencing to five (5) isolation kennels (inside and outside to the rear of the building) and will prevent 'climbers' from escaping the grounds.

The Finance Director noted that there will be some revenue associated with the spay/neuter program that will go into the County's general fund. Associated costs for the spay/neuter program will be covered from the Topping and will go into the County's general fund.

Mr. Cave noted that the proposed spay/neuter program will help reduce the unwanted pet population in the County. A diagram of the proposed program was provided for review and consideration. The program will be publicized on the Shelter's Facebook page, and advertised in the local newspaper for the public. In closing, he advised that all funding being requested will be used effectively.

Supervisor Foster moved that the Board approve FY19 Supplemental Appropriation #23 (for \$12,830.00), seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

ii. Consideration: Supplement for Central Virginia Regional Jail Medical Costs [FY2019 Supplemental Appropriation #24_02262019 - \$26,898.39]: The Finance Director advised that the supplemental request is to cover CVRJ inmate medical bills dated 2/13/19 - these monies will be taken from the general contingency fund.

➤ *Supervisor McGhee: Questioned if today's bill is the final bill for inmate medical care*

The Finance Director noted that she was uncertain, and that no specific details were provided concerning the type of medical care that was involved.

Supervisor Foster moved that the Board approve FY19 Supplemental Appropriation #24 (for \$26,898.39) seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

iii. Consideration: Supplemental Appropriation for Accrued Leave Payout (FY2019 Supplemental Appropriation #25_02262019 - \$14,389.18): The Finance Director advised that leave payouts are required by the Sheriff's Department (2 employees) and EMS Department (1 employee), and that the County doesn't generally budget for accrued leave payouts. The total request will need to be extracted from the contingency fund. It was further noted that after today's funding requests, the contingency fund will have a remaining balance of \$46,575.00, and that there are other budgetary areas from which future funding can be extracted if needed.

Supervisor McGhee moved that the Board approve FY2019 Supplemental Appropriation #25_02262019 (totaling \$14,389.18) seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

9. Minutes

a. February 12th, 14th, 21st, 2019.

Chairman Jackson called for corrections and/or adoption of the minutes of February 12th, 14th and 21st. All members were present for each session.

Supervisor Foster moved that the minutes of February 12th, 14th and 21st, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

10. Old Business

a. Consideration: Interim EMS Building: Noah Hillstrom, Director of Emergency Medical Services, was present to provide input on the cost estimates provided for the David James Building. The building is within close proximity of the existing rescue squad building, which is a definite asset. Information provided focused on:

- Proposed Lease:
 - Option A - 36-month lease w/60-day notice at the end of the term to vacate or renew; landlord agrees to paint interior of building and to carpet four (4) back bedrooms in keeping with the rest of the building; landlord will provide a metal cover for one (1) vehicle
 - Option B - 36- month lease to allow tenant to vacate with 19th through 36th month and ninety (90) day notice; no ninety (90) day notice may be given prior to the 19th month; landlord agrees to paint interior of building and to carpet four (4) back bedrooms in keeping with the rest of the building
 - Internet service will be available (from across the street)
 - Plumbing and trash disposal will be included
- Flooring & egress plans
- Zoning Information

Cost estimates were provided as follows:

Madison EMS
Main Street Station - New Station Budget Proposed

					Total
					\$15,178.50
<u>Onet Time Upfit Costs</u>	Cost	Labor Factor	Units	Estimated Cost	Notes
Station Beds/Frames	\$ 350.00	5.00%	5	\$1,837.50	Possible donation by community? / Jail beds ?
Bathroom Supplies	\$ 200.00	0.00%	1	\$200.00	
Kitchen Supplies	\$ 300.00	0.00%	1	\$300.00	
Desks	\$ 200.00	5.00%	3	\$630.00	
Technology (Power Strips / Ethernet)	\$ 100.00	5.00%	1	\$105.00	
Folding Chairs	\$ 30.00	5.00%	25	\$787.50	Possible used option at 1/3 cost
Folding Tables	\$ 100.00	5.00%	8	\$840.00	Possible used options at 25 / Table
Lockers	\$ 150.00	5.00%	15	\$2,362.50	Criglersville school ? School system ?
Trash Cans	\$ 45.00	5.00%	4	\$189.00	
Fire Extinguisher	\$ 50.00	5.00%	4	\$210.00	
Technology Infrastructure	\$ 700.00	35.00%	1	\$945.00	Wiring for ethernet / Dispatching
Desk Chairs	\$ 150.00	5.00%	4	\$630.00	
Build Out / Wall Divider	\$ 2,000.00	20.00%	1	\$2,400.00	Partition / cubical style
Ambulance Electrical Cords	\$ 2,000.00	25.00%	1	\$2,500.00	
Storage Shelving	\$ 110.00	5.00%	4	\$462.00	Gear storage
Lighting (Outdoor)	\$ 200.00	20.00%	1	\$240.00	Trip hazard mitigation
Security Locks	\$ 450.00	20.00%	1	\$540.00	

Recurring Costs(annualized)

Electricity \$2,400
Rent: \$26,400
Internet: Can be accessed across the street...no charge
Water/Sewer: Included

Comments:

- *Chairman Jackson: Questioned if there are other options (i.e. building space) and available funding options.*

Tracey Gardner, Director for Economic Development & Tourism, was present and advised that the old general store is vacant, but the roof is leaking.

The Finance Director advised that the numbers provided today are annualized. Reference was made to funding in the FY19 and FY20 budgets for improvements. It was further noted that there should be sufficient funding in the contingency fund, and that there will also be additional revenue from the County's timber sales that hasn't been budgeted. Reference was also made regarding past funding mechanisms utilized for CSA funding shortfalls. In closing, she recommended that:

- The County utilize expense offsets
 - The County not fund the entire proposed cost estimate balance at once
- And further noted that:
- There may be additional needs for the EMS department (related to compensation)
 - The proposed labor factor can't be billed as a payroll expense
 - The County deal with hard costs and assess payroll expenses at a later time

Reference was made as to whether the lockers at the Criglersville Elementary School could be assessed for use by EMS staff in the proposed building space.

- *Supervisor Weakley: Questioned whether the labor costs will be for 'in-house labor only (and not additional pay for staff in conjunction with regular salaries), and whether cooling factors need to be assessed.*
- *Supervisor McGhee: Verbalized some optimism that there is no available space within the Town limits.*
- *Supervisor Foster: Noted that no alternative space was found (as reported by the Director of Economic Development & Tourism)*

After discussion, it was the consensus of the Board to move forward with Option B (36-month lease) and to request the County Attorney review all documentation and compile a lease agreement, and to submit a letter to Mr. David James regarding today's discussion and the Board's general intent.

The County Attorney advised of plans to have draft lease agreement to the County Administrator by the end of the week for review and/or approval.

After further discussion, it was the consensus of the Board to discuss this option further as an 'added item' on the Board's Agenda portion of the March 6, 2019 Joint Meeting session.

b. Consideration: Real Estate Services for Criglersville School Property: The County Administrator provided a brief overview of the Board's action to accept re-use proposals for the Criglersville School Property through April 12, 2019. At this time, the process to attain a real estate agent to market the property hasn't been very successful. It was further noted that reuse of the building may involve the County owning the building or selling the property at a very low cost. An RFP has been completed for review and advertisement, should the Board desire. Further discussion focused on the fact that an open RFP is already in place as well as the desire to hire a real estate agent, and how this may cause some confusion.

The County Attorney advised that most standard real estate contracts are for a one-year or two-year marketing period, and that very few agents will initiate a six-month contract agreement.

Supervisor Weakley moved that the Board authorize putting the new RFP to solicit for real estate services for the Criglersville School Property, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

c. Report: Agribusiness/Event Venue/Resort Ordinance: The County Attorney provided a brief overview of the recent meeting with the Planning Commission on the agribusiness/event venue/resort Ordinance. The project has now been expanded to include a broader type of zoning use under the definition of a 'rural resort' and other uses that aren't contemplated by a potential landowner. Concerns and discussion focused on:

- Noise barriers/noise reduction
- Dogs running loose on the property (imposing an issue for cattle and/or neighbors)

And:

- The landowner has been asked to provide the types of uses that will be and/or may be requested in the future for the property

At this, time, a sub-committee (of the Planning Commission) has been established to discuss concerns and collect opinions on this issue.

➤ *Chairman Jackson: Advised that the current Zoning Ordinance doesn't contain a definition for:*

a. Agri-business; b. Wedding venue or event barn, etc.); c. Rural retreat ordinance (to help the landowner get established

The County Attorney further advised that the concept of a rural resort use would include the probability to have a wedding event venue as an approved use. Discussions were also held regarding a definition of agri-tourism, and it was decided to adopt the State's definition of agri-tourism as a 'by right' use.

Carty Yowell, Commission Chair, expressed the desire to see something done at the property being discussed; also referred to uses and definitions being discussed by the sub-committee.

Additional comments focused on:

- The amount of acreage of the property
- Buffering of noise
- The need for a site plan
- Proposal will have a positive impact on the County
- How the future uses will affect the surrounding property owners

The County Attorney suggested that the Board review the inserts provided from the engineers.

d. Consideration: County Administrator's Position Description: The County Administrator advised that position descriptions were developed using information collected by Springstead, Inc. last fall; he questioned if the Board would like to discuss the document and/or move forward with approval.

Comments from the Board focused on:

- The desire to see a full package of all position descriptions
- Review the approved contract
- Request that the consultants provide a full presentation to the Board

After discussion, the County Administrator advised that the consultant plans to present all criteria to the Board at the March 7th budget work session.

The County Attorney advised that he hasn't been contacted by anyone from Springstead, Inc.

The County Administrator advised that once the packet is complete, it would be advantageous to have the County Attorney sit in on the presentation.

The aforementioned request will also be discussed at the March 7th budget work session.

11. New Business

a. Consideration: Madison Fair Fee Waiver Request: The County Administrator has provided a letter to request a waiver of all county fees (i.e. zoning, building and solid waste) for the 2019 County fair. The contribution will be in addition to the funding contribution allocated to the County Fair Board each year, and to use the cattle panels and livestock trailer.

Supervisor McGhee moved that the Board waive all county zoning, building permit/inspection and solid waste fees associated with the 2019 County fair, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

The County Administrator advised that there is also a request to utilize the cattle panels and livestock trailer, which can be handled administratively.

b. Budget Discussion: Chairman Jackson advised of a request (by Supervisor Weakley) to move the budget meeting scheduled on March 7th from 2:00 p.m. to 12:00 p.m.
The Finance Director referred to the multitude of items to be discussed, and advised of concerns that additional time may be needed to adequately cover all of these items

After discussion, it was the consensus of the Board to allow the Finance Director and County Administrator to assess what budgetary items can be discussed in the allocated time frame.

12. Information/Correspondence:

REC Lighting at Hoover Ridge: Supervisor Weakley advised (on behalf of the PRA) appreciation to REC for the installation of lights at the girls' softball field at Hoover Ridge.

The Board thanked Oliver Price, REC representative, for attending tonight's meeting session.

New Vehicle: The County Administrator advised of the need to purchase a new vehicle for E911 Dispatch Office.

13. Public Comment

Chairman Jackson opened the floor for public comment. The following individual(s) provided comment(s).

- Joe May: Advised of his desire to be transported to his hospital of choice.

With no further comments being brought forth, Chairman Jackson closed the public comment opportunity

14. Closed Session (if needed)

15. Adjourn

With no further action being required, on motion of Supervisor Hoffman, seconded by Supervisor Foster, Chairman Jackson adjourned the meeting. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: March 12, 2019

Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, February 26, 2019 at 6:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727



1. Call to Order, Pledge of Allegiance & Moment of Silence
2. Determine Presence of a Quorum / Adopt Agenda
3. Public Comment
4. Special Appearances *a. Consideration: Proclamations [Colon Awareness & American Red Cross] Deputy Clerk Frye*
5. Constitutional Officers
6. County Departments
7. Committees or Organizations *a. Report on Status of Committee and Other Appointments Deputy Clerk Frye*
8. Finance *Director of Finance/Assistant County Administrator Costello*
 - a. Consideration: Recent Claims*
 - b. Consideration: Supplement for Animals Shelter from Topping Fund*
 - c. Consideration: Supplement for Central Virginia Regional Jail Medical Costs*
 - d. Consideration: Supplement for Accrued Leave Payouts*
9. Minutes (February 12, 14 & 21 meetings) *Deputy Clerk Frye*
10. Old Business *a. Consideration: Interim EMS Building Dir. of Emergency Medical Services Hillstrom*
 - b. Consideration: Real Estate Services for Criglersville School Property County Administrator Hobbs*
 - c. Report: Agribusiness/Event Venue/Resort Ordinance County Attorney Gregg*
 - d. Consideration: County Administrator's Position Description Supervisor Jackson*
11. New Business *a. Consideration: Madison Fair Fee Waiver Request County Administrator Hobbs*
12. Information/Correspondence
13. Public Comment
14. Closed Session (If needed)
15. Adjourn